

WAREHOUSE PURCHASE ORDER RECEIVING

Provides guidance for how create a receipt for Purchase Orders using the On The Go! application.

DIRECTIONS:

1 From the **On The Go! (OTG!) Home Screen** click on the **Purchases to Receive** screen.

eCIFM® On The Go!

My Tasks			Timesheets		
11 due today	11 over due	1 recently completed	0 hours today	0 hours this week	+ create time entry
Assets			Inventory Items		
5 on active tasks	1 on task with warranties		14 on hold	49 inventory item	24 purchases to receive

Pinned

2 The **Purchase Order Receiving** home page will populate.

1:07 PM Tue Feb 10 62%

Purchase Order Receiving

TO RECEIVE RECENTLY RECEIVED

Purchases To Receive

Sorted by PO ID

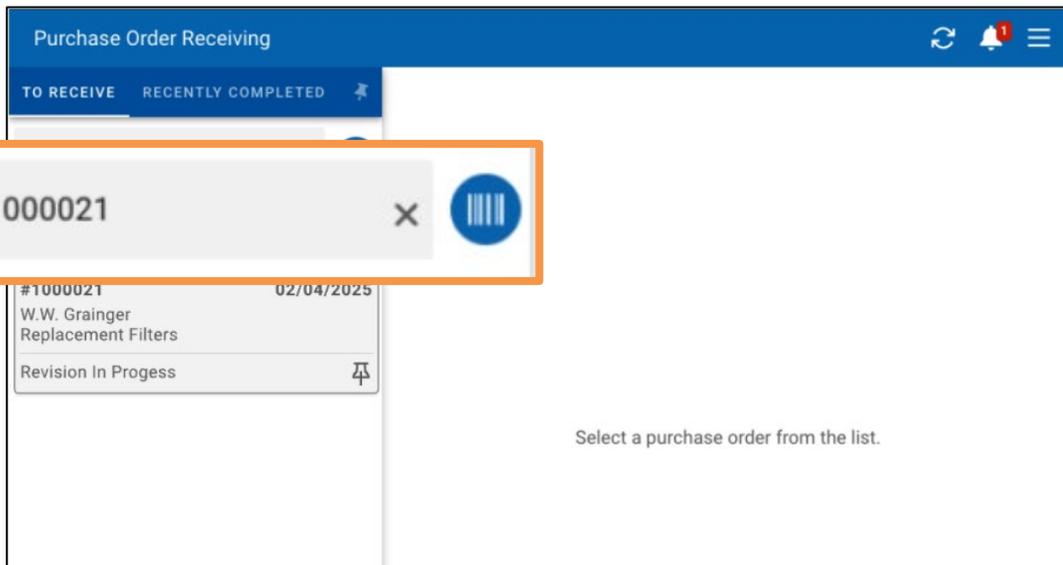
Search

#PUR2283461	Due 09/16/2025
JC LICHT, LLC - 0000132511 BLK	
09/16/2025	Completed
#PUR2283383	Due 09/15/2025
ZORO - 0000120991 ONL	
09/15/2025	Completed

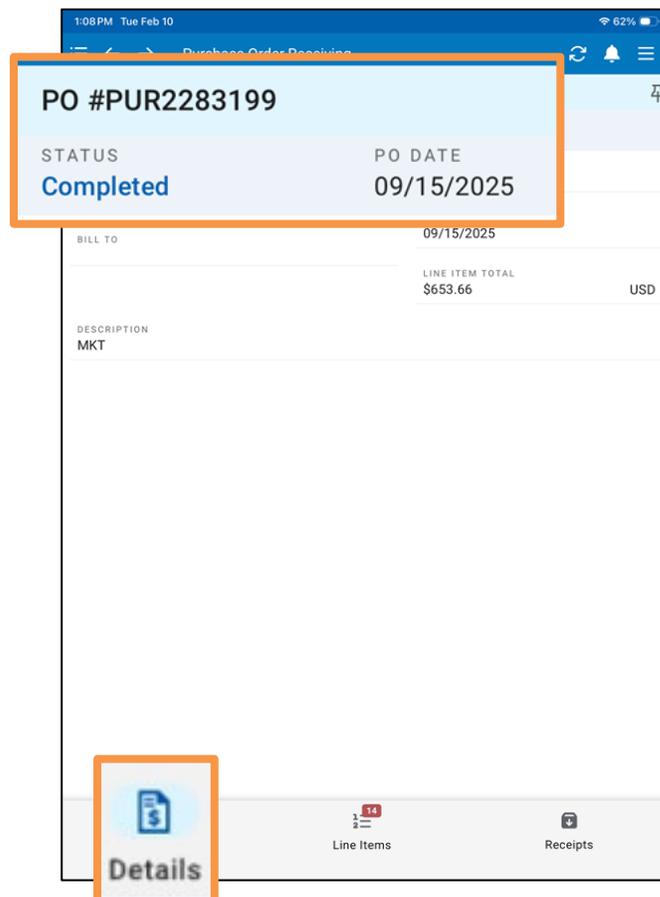
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DIRECTIONS:

3 Enter or scan the Purchase Order (PO) number



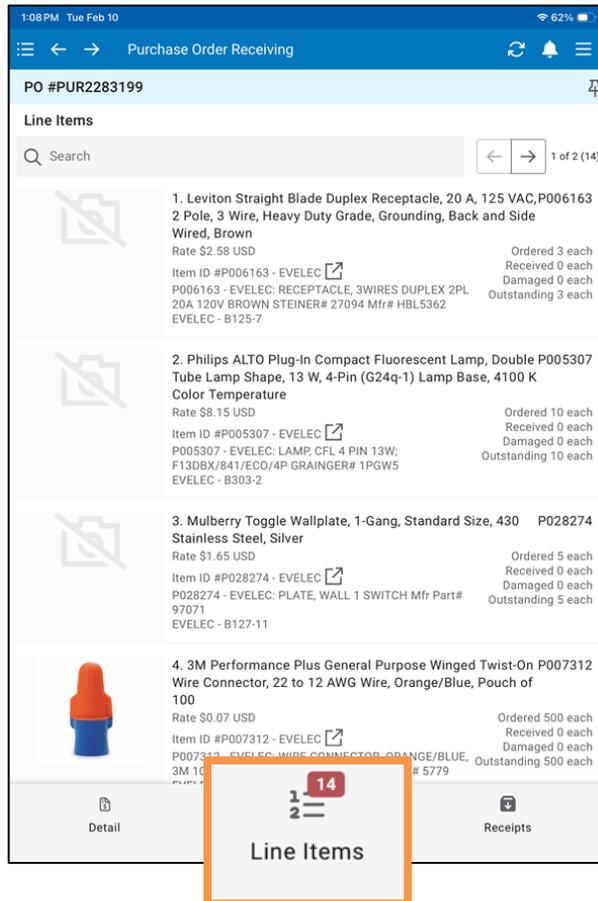
4 Click directly on the **PO** or the **Details** tab to get details



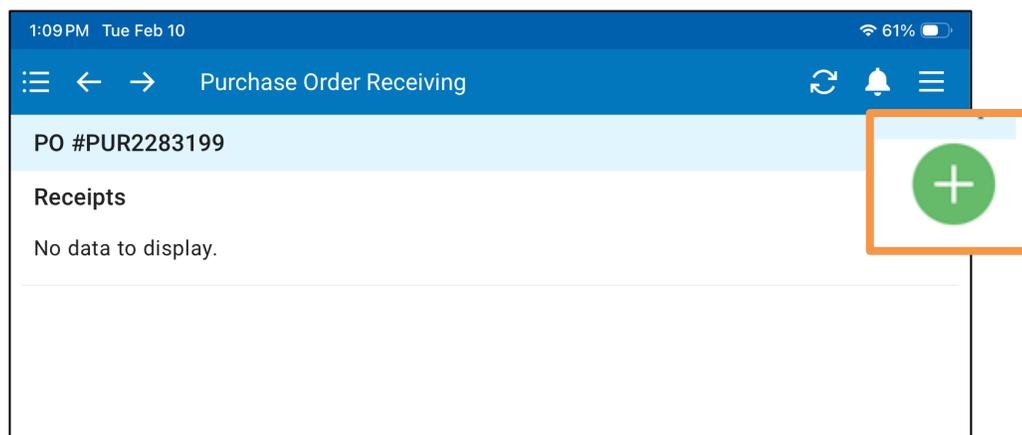
WAREHOUSE PURCHASE ORDER RECEIVING

DIRECTIONS:

5 To review **Line Items**, click the Line Items tab at the bottom



6 To add a **Receipt**, click the **Add** icon.

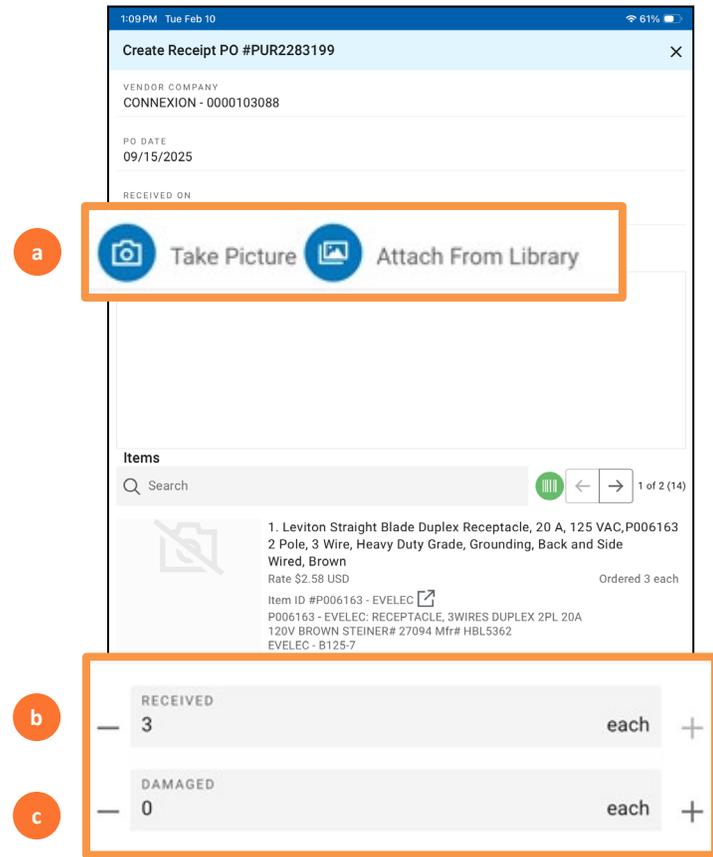


WAREHOUSE PURCHASE ORDER RECEIVING

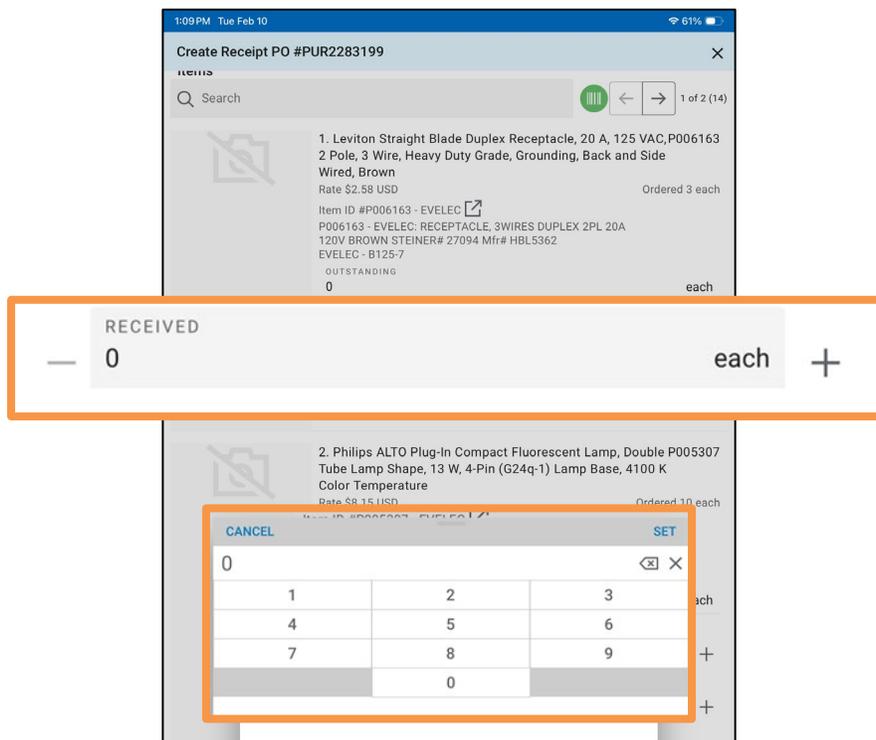
DIRECTIONS:

7 Features in Receipts:

- a Add a photo
- b Adjust inventory
- c Record damaged items



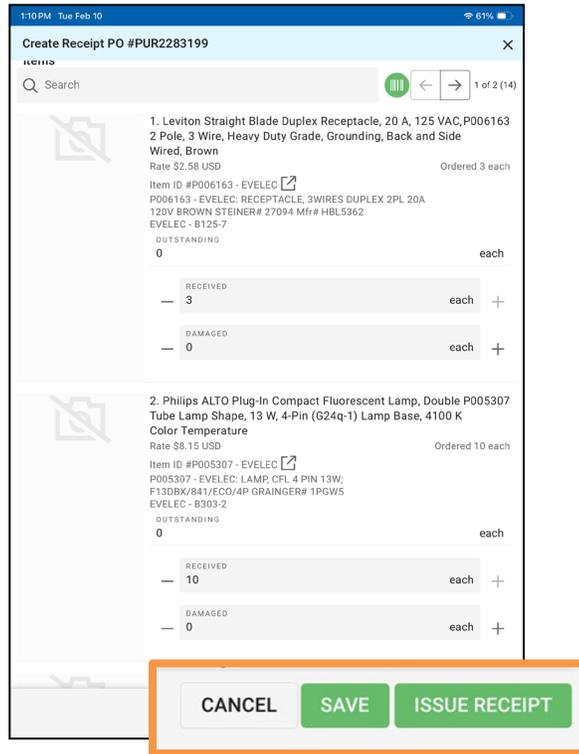
8 To adjust the items received, either click the + or – key to manually adjust the item numbers, or click the center of the box to trigger the numeric keypad.



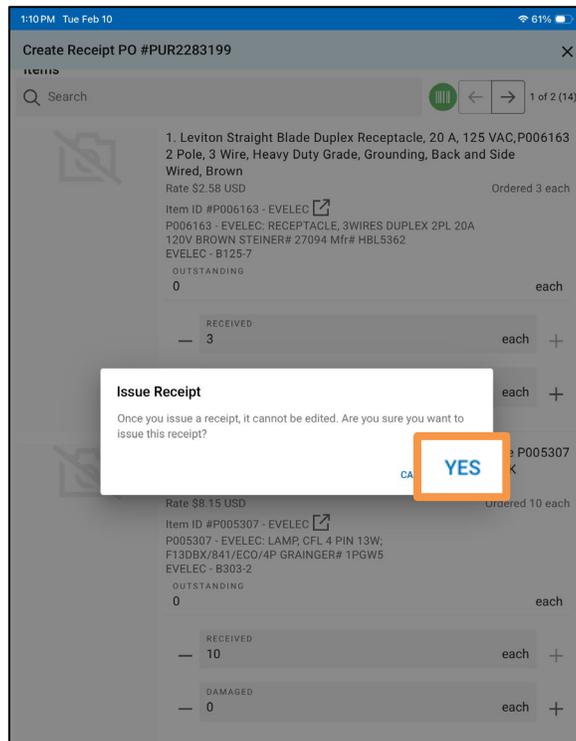
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DIRECTIONS:

9 Once all adjustments have been made, click **Issue Receipt**.



10 Confirm Issue Receipt, and click **Yes**.



WAREHOUSE PURCHASE ORDER RECEIVING

DIRECTIONS:

11 The Purchase Order confirmation will appear once the receipt has been issued.

